

**Technical Assistance and Support Contract 3 (TASC3) INDEFINITE QUANTITY CONTRACT  
SECTION A –REQUEST FOR TASK ORDER PROPOSAL (RFTOP)**

***Cambodia HIV/AIDS Technical Support, USAID/Cambodia***

1	RFTOP Number	USAID/Cambodia-442-07-001
2	Date RFTOP Issued	April 2, 2007
3	Issuing Office	USAID/Cambodia
4	Contracting Officer	<i>Eleanor TanPiengco</i> E-mail: <a href="mailto:etanpiengco@usaid.gov">etanpiengco@usaid.gov</a>
5	Proposals to be Submitted to	<i>Mealea S. Prak</i> Office: 855-23-728344 Email: <a href="mailto:sprak@usaid.gov">sprak@usaid.gov</a> , cc to: <a href="mailto:etanpiengco@usaid.gov">etanpiengco@usaid.gov</a>
6	Proposals Due	April 27, 2007 5:00 p.m. (Phnom Penh time)
7	Payment Office	See Section G.4 Invoices
8	Name of Firm	
9	IQC Task Order Number	
10	DUNS number	
11	Tax Identification Number	
12	Address of Firm	
13	RFTOP Point of Contact	<i>Mealea Sok Prak</i> Office: 855-23-728344 Email: <a href="mailto:sprak@usaid.gov">sprak@usaid.gov</a>
14	Person Authorized to Sign RFTOP	Eleanor M. TanPiengco, Regional Contracting Officer
15	Signature	
16	Date	

## **SECTION B – SUPPLIES OR SERVICES AND PRICE/COSTS**

### **B.1 PURPOSE**

The United States Agency for International Development (USAID), Cambodia, requires support to provide long-term, in-country coordination and implementation of HIV/AIDS activities as detailed in Section C.1 Background.

### **B.2 CONTRACT TYPE**

This is a cost-plus-fixed fee, completion type task order. For the consideration set forth in the task order contract, the Contractor shall provide the deliverables or outputs described in Section C and comply with all contract requirements.

### **B.3 BUDGET**

a. This is a Cost Plus Fixed Fee (CPFF) Task Order. The estimated cost for the performance of the work required hereunder, exclusive of fee is \$\_\_\_\_\_. The ceiling fixed fee is \$\_\_\_\_\_. The total estimated cost plus fixed fee is \$\_\_\_\_\_.

b. Within the estimated cost plus fixed fee, if any, specified in paragraph (a) above, the amount currently obligated and available for reimbursement of allowable costs incurred by the Contractor (and payment of fee, if any) for performance hereunder is \$\_\_\_\_\_. The Contractor shall not exceed the aforesaid obligated amount unless authorized by the Contracting Officer pursuant to the clause of this contract entitled "Limitation of Funds" (FAR 52.232-22). See Section I of the basic IQC.

c. Budget Schedule:

To be determined.

### **B.4 PAYMENT**

The paying office is as referenced in Section G.4.

### **B.5 OTHER RFTOP INFORMATION**

The final statement of work for the task order that will result from this RFTOP will be incorporated at the time of award and shall be based on the proposal by the successful offeror.

**END OF SECTION B**

























































## **SECTION I – CONTRACT CLAUSES**

**I.1 Reference “Population, Health, and Nutrition Technical Assistance and Support Contract 3 (TASC3) IQC.**

**END OF SECTION I**

## SECTION J – LIST OF DOCUMENTS EXHIBITS AND OTHER ATTACHEMENTS

### SECTION J - LIST OF ATTACHMENTS

Attachment Number	Title
J.1	List of Acronyms
J.2	Annual Workplan Matrix Format (and sample matrix)
J.3	USAID FORM 1420-17 Contractor Biographical Data Sheet*

\* A hard copy is attached at the end of this document; however, for an electronic version, please locate the form at [http://www.USAID.GOV/procurement bus\\_opp/procurement/forms/](http://www.USAID.GOV/procurement_bus_opp/procurement/forms/) . The copy of the form is being provided herewith for reference purpose only.

**END OF SECTION J**

## **SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS**

Not required.

## SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### L.1 GENERAL

The Government anticipates the award of one (1) cost-plus-fixed fee completion type task order as a result of this RFTOP; however, it reserves the right to make multiple awards or no award.

### L.2 ACQUISITION SCHEDULE

The schedule for this acquisition is anticipated to be as follows:

	<u>Date</u>
RFTOP issued	April 2, 2007
Questions due	April 9, 2007, 5:00 p.m. (Phnom Penh time)
Answers to questions disseminated	April 11, 2007, 5:00 p.m. (Phnom Penh time)
Proposals due	April 27, 2007, 5:00 p.m. (Phnom Penh time)

**All Questions relating to this RFTOP must be submitted to *Mealea S. Prak* at [sprak@usaid.gov](mailto:sprak@usaid.gov) and copy *Eleanor Tanpiengco* at [etanpiengco@usaid.gov](mailto:etanpiengco@usaid.gov) via email no later than April 9, 2007, 5:00 p.m. (Phnom Penh time). Unless otherwise notified by an amendment to the RFTOP. Offerors must not submit questions to any other USAID staff, including the technical office for either the Task Order or the basic IQC.**

### L.3 PROPOSAL INSTRUCTIONS

Your proposal for the attached statement of work shall contain the following:

1. A Contract Pricing Proposal Cover Sheet (SF 1411).
2. A certification that no USAID employee has recommended an individual for use under the proposed task order who was not initially located and identified by your organization.
3. Any proposed changes to the attached statement of work.

### L.4 GENERAL INSTRUCTIONS TO OFFERORS

- (a) RFTOP Instructions: If an Offeror does not follow the instructions set forth herein, the Offeror's proposal may be eliminated from further consideration or the proposal may be down-graded and not receive full or partial credit under the applicable evaluation criteria.
- (a) Accurate and Complete Information: Offerors must set forth full, accurate and complete information as required by this RFTOP. The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.
- (b) Offer Acceptability: The Government may determine an offer to be unacceptable if the offer does not comply with all of the terms and conditions of the RFTOP.

- (c) **Proposal Preparation Costs:** The U.S. Government will not pay for any proposal preparation costs.

## **L.5 INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL**

a. The technical proposal must set forth in sufficient detail the conceptual approach, methodology, and techniques for the implementation of program activities and the other cross cutting themes. The technical proposal should demonstrate responsiveness to the epidemiology, and health system and human capacity strengthening needs of proposed intervention areas.

The technical proposal must include an implementation plan for achieving the expected program results. The implementation plan should clearly outline links between the proposed results, conceptual approach, performance milestones, and a realistic timeline for achieving the semi-annual, annual, and end-of-program results.

b. Offerors are expected to include a systems strengthening design addressing the specified dimensions and demonstrating how Offeror will strengthen Cambodian health systems and build local institutional/organizational capacity of the public sector and the Offeror's subpartners. (ref. page 14 and 15 of this RFTOP)

The Offeror will be expected to coordinate its proposed human and institutional capacity development activities with health systems strengthening initiatives already being conducted in intervention areas by other implementing partners, donors, and the host country government. The proposal must indicate the Offerors understanding of the activities implemented by the RGC and other organizations and discuss how activities will be coordinated.

c. **Gender:** In less than one page, the proposal should outline the most significant gender issues related to program implementation by reflecting on the questions in Section V.B.: Cross-Cutting Themes.

Offerors are encouraged to refer to gender analyses, especially "USAID/Cambodia Gender Analysis and Assessment", Volume I ([http://pdf.dec.org/pdf\\_docs/Pnadf575.pdf](http://pdf.dec.org/pdf_docs/Pnadf575.pdf)) and Volume II ([http://pdf.dec.org/pdf\\_docs/Pnadf576.pdf](http://pdf.dec.org/pdf_docs/Pnadf576.pdf)) as well as "A Fair Share for Women, Cambodia Gender Assessment."(UNIFEM, WB, ADB, UNDP and DFID/UK, 2004) which can be found on the World Bank website ([www.worldbank.org/kh](http://www.worldbank.org/kh)) under "Publications and Reports."

d. **Institutional Capability:** Offerors must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) in program management, grants management and training, as well as their experience in managing similar programs in the past. Information in this section should include (but is not limited to) the following:

- (1) Brief description of organizational history/expertise;
- (2) Past experience and examples of accomplishments in developing and implementing similar programs;
- (3) Relevant experience with proposed approaches;
- (4) Institutional strength as represented by breadth and depth of experienced personnel in project relevant disciplines/areas;
- (5) Sub-awardee or subcontractor capabilities and expertise; and
- (6) Financial controls.



e. Past Performance: Offerors must submit a list of the three (3) most recent relevant U.S. Government and/or privately-funded contracts, grants, cooperative agreements, etc., and the name, address, email address and telephone number of the Project Officer, activity manager or other contact person. Include the following for each award:

Name of awarding organization or agency;  
Address of awarding organization or agency;  
Place of performance of services or program;  
Award number;  
Amount of award;  
Term of award (begin and end dates of services/program);  
Name, current telephone number, current fax number, and email address (if one is available) of a responsible technical representative of that organization or agency; and Brief description of the program.

f. Key Personnel: See Section H.1 Key Personnel, for full information and instructions.

g. Management Plan: Proposals shall specify the composition and organizational structure of the entire project team (including home office support) and describe each staff member's role, technical expertise, and estimated amount of time each will devote to the project. Offerors may propose a mix of international and domestic advisors and specialists to cover the full range of objectives and activities.

Subgrantees/Subcontracts: Organizations might not possess all the skills required to achieve all the results identified in this RFTOP; therefore, organizations may enter into partnerships with other non-profit and for profit organizations as sub-grantees or sub-contractors to supplement skills. However, one organization shall be designated to serve as the prime organization and will be responsible for the achievement of results and the implementation of the program. If the applicant plans to collaborate with other organizations, government agencies or indigenous organizations for the implementation of the award, the services to be provided by each agency or organization shall be described. Offerors that intend to utilize subgrantees and/or subcontractors shall indicate the extent intended, the method of identifying subpartners, and the tasks/functions they will be performing. Offerors shall state whether or not they have existing relationships with these other organizations and the nature of the relationship (e.g., subgrantee, subcontractor, partnership, etc). A SIGNED letter of commitment from the proposed partner must be submitted. The applicant must specify the technical resources and expertise of proposed subcontract/subrecipient organizations. Technical plan information for proposed major subgrantees and/or subcontractors should follow the same format as that submitted by the applicant. Offerors must also submit signed letters of commitment and/or collaboration from the Ministry of Health at national and provincial levels.

h. Page Limitation: The length of the Technical proposal shall not exceed 30 (thirty) typed pages, with 1.0 lines of spacing, 11 point Arial font, and standard one inch margins. If submitting the proposal electronically, software must be compatible with Microsoft office. The performance monitoring plan/results framework, past performance information, and personnel resumes are excluded from this page limitation. All other parts of the technical proposal are included in the 30 page limit. There is no page limitation on the Cost Proposal. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

- i. Offerors should study the selection/evaluation criteria (Section M.2 Technical Proposal Evaluation Criteria) and organize the proposal accordingly.

Required Branding Strategy

The offeror shall prepare and submit with the technical proposal, a Branding Implementation Plan and Marking Plan to implement the USAID Branding Strategy described below. The Offeror's branding implementation plan and marking plan shall be an attachment to its technical proposal.

A. USAID Branding Strategy:

Program Name: HIV/AIDS TECHNICAL SUPPORT FOR HIV/AIDS PREVENTION, CARE AND TREATMENT

How the USAID logo will be positioned on materials and communications:

All USAID logos on materials and communications produced under this task order will be positioned in accordance with the standardized USAID regulations on branding. In cases when the activity is jointly sponsored with other US Government (USG) and non-USG entities, the names and/or logos of these entities will be mentioned in the branding, with an equal level of prominence to the USAID logo.

Desired level of visibility:

All branding must comply with the standardized USAID regulations on branding. All branding for USAID, its partners, and other USG and non-USG entities engaged in a specific activity implemented under this task order, must have equal representation on all public or internal documentation, publications, advertising, presentations, brochures, etc.

Other organizations to be acknowledged:

When activities occur in coordination with other USG or non-USG partners, acknowledgement of the contribution and efforts of these organizations will be included in any relevant public or internal documentation, publications, advertising, presentations, brochures, etc.

B. Branding Implementation Plans must specifically address the following:

1. How to incorporate the message, "This assistance is from the American people," in communications and materials directed to beneficiaries, or provide an explanation if this message is not appropriate or possible.
2. How to publicize the program, project, or activity in the host-country and a description of the communications tools to be used. Such tools may include the following: Press releases, Press conferences, Media interviews, Site visits, Success stories, Beneficiary testimonials, Professional photography, PSAs, Videos, and Webcasts, e-invitations, or other e-mails sent to group lists, such as participants for a training session blast e-mails or other Internet activities, etc.
3. The key milestones or opportunities anticipated to generate awareness that the program, project, or activity is from the American people, or an explanation if this is not appropriate or possible. Such milestones may be linked to specific points in time, such

as the beginning or end of a program, or to an opportunity to showcase publications or other materials, research findings, or program success. These include, but are not limited to, the following: Launching the program, Announcing research findings, Publishing reports or studies, Spotlighting trends, Highlighting success stories, Featuring beneficiaries as spokespeople, Showcasing before-and-after photographs, Marketing agricultural products or locally-produced crafts or goods, Securing endorsements from ministry or local organizations, Promoting final or interim reports, and Communicating program impact/overall results.

C. The Marking Plan shall enumerate the public communications, commodities, and program materials and other items that visibly bear or will be marked with the USAID Identity. USAID's policy is that programs, projects, activities, public communications, or commodities implemented or delivered under contracts and subcontracts exclusively funded by USAID are marked exclusively with the USAID Identity. Where applicable, a host-country symbol or ministry logo, or another U.S. Government logo may be added.

## L.6 COST PROPOSALS

*The total budget for this task order is estimated to fall within the range of \$10-13 million over the 39-month period of performance*

Offerors shall submit a summary cost proposal by operating period using the following detailed budget format:

Cost Element	June 1, 2007 to Sept 30, 2008	Oct 1, 2008 to Sept 30, 2009	Oct 1, 2009 to Sept 30, 2010
Total Direct Labor			
■ Salary and wages			
■ Fringe Benefits			
Consultants			
Travel, Transportation and Per Diem			
Equipment and Supplies			
Subcontracts 1/			
Allowances			
Participant Training			
Other Direct Cost			
Overhead			
G&A			
Material Overhead			
Total Estimated Cost			
Fixed Fee			
Total Estimated Cost Plus Fixed Fee			

1/ Individual subcontractors should include the same cost element breakdown in their budgets as applicable.

The above budget shall be supported by information in sufficient detail to allow a complete analysis of cost; specifically, a budget narrative must be included which discusses, by cost element, the basis of estimate for the budget line item. Contractor Employee Biographical Data Sheet (Form AID 1420-17) for the proposed personnel (either US, CCN or TCN), containing salary history for the previous three years. (Bio-data forms must be signed by both the employee and your organization). Offerors must propose costs that they believe are realistic and reasonable for the work in accordance with their respective Task Order Technical Proposals.

**END OF SECTION L**





**ATTACHMENT J.1**  
**List of Acronyms**

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**ATTACHMENT J.2**  
**Annual Workplan Matrix Format**

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**ATTACHMENT J.3**  
**USAID FORM 1420-17 - CONTRACTOR BIOGRAPHICAL DATA SHEET**





NAA	National AIDS Authority
NCHADS	National Centre for HIV/AIDS, Dermatology and STIs
NSP	National Strategic Plan
OVCs	Orphans and Vulnerable Children
PEHRBs	Persons Engaged in High Risk Behaviors
PLHA	Person/People Living with HIV/AIDS
PC	Program Components
PMTCT	Prevention of Mother-to-Child Transmission
OD	Operational District
OIs	Opportunistic Infections
RFTOP	Request for Task Order Proposals
RGC	Royal Government of Cambodia
SO	Strategic Objective
SSS	STI Sentinel Surveillance
SI	Strategic Information
STI	Sexual Transmitted Infection
PEPFAR	U.S. President's Emergency Plan for AIDS Relief
USG	United States Government
OGAC	U.S. Office of the Global AIDS Coordinator
TO	Task Order
TB	Tuberculosis
VCCT	Voluntary and Confidential Counseling and Testing







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